

AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



HUMAN RESOURCES OFFICE
Washington National Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
 10-019- ANG

Opening Date
 26 March 2010

Position Title, Series & Grade
 Equal Employment Manager,
 GS-0260-12

PD Number:
 90055C00

APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:

 2 April 2010

SEE NOTE

Location of Position:

HRO
 Camp Murray, WA

Baseline physical

☐ Is required within 30 days of employment per OSHA regulation and NGB*

☒ Is not required

*This physical will be used to determine fitness and eligibility for continued employment

Salary Range:

\$73,420 PA to \$95,444 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☐ **Area A – Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.

☒ **Area B – In-state Excepted:** All participating members of the Washington Air National Guard.

☒ **Area C – In-service Excepted:** All presently employed permanent excepted technicians, indefinite excepted technicians, and AGR members with excepted technician reemployment rights to the Washington Air National Guard.

☐ **Area D - In-service Competitive:** All presently employed permanent competitive technicians of the Washington Army National Guard.

CURRENT BARGAINING UNIT STATUS

☐ **Bargaining Unit**

☒ **Non-Bargaining Unit**

Appointment Factors:

☒ **Officer** ☐ Enlisted ☐ Warrant Officer

☐ NDS (Competitive)

☐ Permanent ☒ **Indefinite***

***This is an obligated position (current occupant is on a Military Tour). If an individual employed in the excepted civil service accepts this position, he/she will receive an indefinite appointment. If a Reduction-In-Force occurs and/or the military tour member reclaims this position, the indefinite appointee will have no reemployment rights to his/her former position or any other position. If the military tour member, having reemployment rights to this position, does not exercise his/her rights within 5 years, and funding level and employee manning levels permit, incumbent may be converted to permanent technician status without further competition.**

Military Assignment & Grade Requirements

AFSC: 38FX

Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.

Military Grade Available:

2Lt thru Capt

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized	<input type="checkbox"/> PCS expenses are authorized
<input type="checkbox"/> PCS expenses may be authorized if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
Minimum Requirements for Consideration	
General Experience: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.	
Specialized Experience: Must have 36 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.	
Other Requirements: All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army.	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
Element I – Ability to communicate orally and in writing.	
Element II – Knowledge of Civil Rights Laws.	
Element III – Knowledge of NGB/State EEO/EO Programs and policies.	
Element IV – Ability to prepare state guidance to implement anti-discrimination laws and regulations within EEOC directives, State and NGB regulations.	
Element V – Skill in conducting inquiries into alleged acts of discrimination.	
Element VI – Skill in conducting briefings and instructions to all members of the Washington National Guard regarding EEO/EO programs.	
Element VII – Ability to provide technical assistance to the military counterparts of both Army and Air National Guard EO/MEO offices.	
Element VIII - Knowledge of Microsoft Office, i.e. Work, Excel, and PowerPoint.	
Element IX – Ability to interpret statistical data for implementation of affirmative employment plans and required reports.	
SUMMARY OF DUTIES	
<p>This position is located in the Joint Force Headquarters (State) under the J1 (Director of Manpower & Personnel). This position is under the general supervision of the J1, with direct access and advisory responsibility to the Adjutant General (TAG) on all Equal Employment Opportunity (EEO) and diversity management issues. The position's purpose is to provide guidance and advice to the Adjutant General, senior commanders and managers on statutory requirements relating to the entire EEO program. The SEEM is the principal point of contact (POC) with the National Guard Bureau's Office of Equal Opportunity (NGB-EO) and the local district office of the Equal Employment Opportunity Commission (EEOC). Incumbent performs long-term planning and organizational development necessary to accomplish human resource functions in support of programs essential to state Army/Air National Guard daily operations, training, and readiness missions. Serves as principal advisor to the Adjutant General and manages the Equal Employment Opportunity program to include Special Emphasis Programs. Studies and analyzes employment laws, regulations and policies from National Guard Bureau Headquarters to formulate and implement the state's EEO program. Prepares and coordinates the implementation of the State Affirmative Employment Plan. Devises methods for monitoring progress of minorities and women, and personally monitors or coordinates the work of others in monitoring actions. Together with the J1, (Director of Manpower & Personnel) formulates policies designed to prohibit discrimination due to race, color, religion, sex, national origin, age and disability. Reviews Human Resources policies and programs to determine barriers, if any; advises the Adjutant General relative to their impact on National Guard policy to overcome under representation of minorities and women; and recommends changes or new actions to the Adjutant General, Chief of Staff, and Human Resources Officer. Develops and conducts equal employment opportunity training for new hires and supervisors. Participates in the development and administration of the state's upward mobility program. Conducts meetings both on and off the National Guard installation with community outreach organizations in the interest of improving equal employment opportunity/diversity initiatives and relationships. In conjunction with the State HR/EO and MEO Officers, coordinates and assists in the development of ARNG EO and ANG MEO military programs and affirmative action plans. Performs necessary planning, coordination and follow-up actions in support of these programs and plans. Counsels employees and applicants who believe they have been discriminated against; insures the timely, fair and impartial consideration and disposition of complaints; maintains and secures all documents pertinent to informal and formal complaints. Coordinates formal hearings when requested by the complainant. Make recommendations to the Adjutant General on resolution of complaints. Selects Special Emphasis Program Managers and EEO Counselors, and oversees their collateral work assignments. Supervises a full-time Equal Employment Specialist as required. Monitors state's Military EO complaints processing system on behalf of the Adjutant General. Performs other duties as assigned.</p>	

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification"
 - SF 256 "Self-Identification of Handicap"
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

***Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835